

**CONFIDENTIAL**

76-4819  
Training  
8 DEC 1970

MEMORANDUM FOR: Assistant Deputy Director for Support

SUBJECT : Training Course in Labor-Management Relations

REFERENCE : Multiple adse memo dtd 27 Nov 70 fm A-DD/S,  
same subject

1. I agree with your opinion that the Office of Logistics(OL) is most logically the component where employee unionization might arise. Further, I think this would first occur within the Wage or Labor Board category of employees of which we have a large number in our Printing Services and Supply Divisions.

2. In view of this, I have nominated Mr. [redacted] Chief, Printing Services Division, OL, and Mr. [redacted] Deputy Chief, [redacted] Supply Division, OL, to attend this course and have requested the OL Training Officer to initiate action for their enrollment. After evaluation of this first course, a decision will be made on attendance at subsequent courses offered.

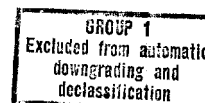
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[redacted]  
John F. Blake  
Director of Logistics

cc: D/Pers

**CONFIDENTIAL**



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DD / S R E G I S T R Y

FILE

DD/S 70-4628

27 NOV 1970

MEMORANDUM FOR: Director of Logistics  
Director of Personnel

SUBJECT : Training Course in Labor-Management Relations

REFERENCES : (a) Ltr dtd 4 Nov 70 to Directors of Personnel fr  
Executive Director, U.S. CSC, re course on  
"Management and the Negotiated Agreement",  
Jan 18-22, 1971

(b) Memo dtd 20 Nov 70 for Acting DD/S fr D/Pers,  
subj: Labor Relations

1. I agree with the recommendation in Reference (b) that the Offices of Logistics and Personnel should both be represented in the CSC course on "Management and the Negotiated Agreement". In the event Agency employees were to display a serious interest in unionization, the Office of Personnel would be involved in view of its Agency-wide responsibilities and the Office of Logistics appears to be the component where such interest might logically evolve.

2. You will note that Reference (a) lists several other Labor-Management courses for which representation from your Offices might be seriously considered.

(signed) John W. Coffey

John W. Coffey  
Acting Deputy Director  
for Support

2 Atts

Cys of Refs (a) and (b)

cc: Director of Training, w/Atts

SOS/DD/S: [ ] bbt (25 Nov 70)

Rewritten: ADD/S: JWC/ms (27 Nov 70)

Distribution:

Orig - D/L, w/Atts

1 - DD/S Subject, w/O of Ref (a) (DD/S 70-4464)

1 - D/Pers, w/Atts

& O of Ref (b) (DD/S 70-4589)

1 - DD/S Chrono

1 - SOS Chrono

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UNITED STATES  
CIVIL SERVICE COMMISSION  
WASHINGTON, D. C.

Approved For Release 2003/05/05 : CIA-RDP84-00780R003700160025-0  
FROM  
Nicholas J. Oganovic  
Executive Director



Approved For Release 2003/05/05 : CIA-RDP84-00780R003700160025-0

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D.C. 20415

Executive Registry

70-5519

IN REPLY PLEASE REFER TO

DD/S 70-4464 NOV 1970

YOUR REFERENCE

DTR-5713

Directors of Personnel

On October 1, I met with many of you for an IAG luncheon at which we discussed the high level interest in the Federal labor relations program and the high priority need for labor relations training throughout the Federal service.

Following the meeting, I asked Ken Mulligan to provide you with a schedule of labor relations courses which will be conducted this year by the Commission both here and in the regions. These courses should be very helpful in meeting your training needs or in augmenting your current training efforts.

I want to call your attention to one of these courses, "Management and the Negotiated Agreement," which will be conducted in Washington January 18-22, 1971 (announcement enclosed). The course is designed to provide Federal managers with a thorough understanding of their roles and responsibilities in Federal labor relations and to equip them with the skills and knowledges necessary for developing sound management relations with employee organizations.

I strongly urge that you read the announcement carefully and begin now to identify high level managers in your organizations and encourage them to participate in this training.

Sincerely yours,

Nicholas J. Oganovic  
Executive Director

Enclosure

ANNOUNCEMENT

# MANAGEMENT AND THE NEGOTIATED AGREEMENT

JANUARY 18-22, 1971



U.S. CIVIL SERVICE COMMISSION  
BUREAU OF TRAINING

PERSONNEL MANAGEMENT TRAINING CENTER

### BACKGROUND

Approximately 1,477,000 or 54% of all federal employees now have exclusive representation by labor organizations. This representation is currently achieved through 2,647 exclusive units of recognition. Collective negotiations, however, are not finished but rather are just beginning when recognition is granted and an agreement is signed. As important as the agreement itself is the manner in which it is applied and lived with from day to day.

Under these conditions, managers will be confronted with new decisions, problems, attitudes and relationships. It is essential that they know their obligations and responsibilities and to understand the nature of differences when living under these agreements.

### PURPOSE

This five-day seminar is directed toward providing federal managers and their staff assistants with (1) an appreciation for the need to develop sound relations with employee groups (2) an understanding of their obligations, authorities, and appropriate conduct under the executive order.

Attention will focus on:

- Federal policy for Labor-Management Relations  
(Executive Order 11491)
- Structure and goals of employee organizations
- Background of negotiations
- Living with the agreement
- Dealing with employee organizations
- Managing in the organized environment
- Challenges for management

### NOMINATIONS

Federal managers and their staff assistants who have responsibility for directing the work efforts of major segments of department and agency programs and who have a need to gain increased knowledge about the philosophy and purpose of sound management relations with employee organizations and their representatives are eligible to attend this program. It is not designed for persons who have continuing major responsibility for administration and direction of the agency program for Labor-Management Relations under Executive Order 11491. CSC nominations cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415, by December 28, 1970. Further information may be obtained by calling 632-5638 or code 101, extension 25638.

### COST

The cost of the course will be prorated among the participating agencies. The charge to the agency will be \$120 per person. Agencies will be billed for all accepted nominees unless formal cancellations are received by the close of business January 11, 1971. Substitutions of eligible participants may be made up to the beginning of the course.



December 28, 1970	Nominations due in the Bureau of Training, U.S. Civil Service Commission
January 4, 1971	Confirmation by U.S. Civil Service Commission
January 11, 1971	Final date on which agencies may cancel without charge
January 18-22, 1970	MANAGEMENT AND THE NEGOTIATED AGREEMENT  U.S. Civil Service Commission 1900 E Street, NW. Washington, D.C. 20415 8:45 a.m. - 4:15 p.m.

**OTHER LABOR-MANAGEMENT COURSES SCHEDULED FOR FY  
1971:**

Basic Labor-Management Relations	May 17-21, 1971
Supervision and the Negotiated Agreement	March 1-5, 1971 June 7-11, 1971
Negotiating and Implementing Agreements	February 1-5, 1971 June 14-18, 1971

**AN ADDITIONAL SESSION OF THIS COURSE WILL BE HELD:**

May 3-7, 1971

GPO 898-278

70 4589

20 NOV 1970

MEMORANDUM FOR: Acting Deputy Director for Support  
SUBJECT : Labor Relations

Since the greatest likelihood of unionization of Agency employees is in the Logistics area, I wonder whether someone from that Office should not attend the course mentioned here. This is not purely a Personnel concern because it is addressed to the problems of relations with employee groups essentially from a management point of view. Though I may want to send someone from my Office, I think consideration ought to be given to having at least one person from the Logistics hierarchy or from your own staff exposed to these subjects. I recognize that we do not at the moment have a union problem, but I don't think that there is any guarantee that we will never have. I would appreciate your thinking on this. Note that the deadline for nominations is 28 December.



Robert S. Wattles  
Director of Personnel

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Att

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DD/S 70-4628

27 NOV 1970


MEMORANDUM FOR: Director of Logistics ✓  
Director of Personnel

SUBJECT : Training Course in Labor-Management Relations

REFERENCES : (a) U. S. CSC Announcement on "Management and  
the Negotiated Agreement" dtd 18-22 Jan 71  
(b) Memo fr D/P to A-DD/S dtd 20 Nov 70, subject:  
Labor Relations

1. I agree with the recommendation in reference (b) that the Offices of Logistics and Personnel should both be represented in the CSC course on "Management and the Negotiated Agreement." In the event Agency employees were to display a serious interest in unionization, the Office of Personnel would be involved in view of its Agency-wide responsibilities and the Office of Logistics appears to be the component where such interest might logically evolve.

2. You will note that reference (a) lists several other Labor-Management courses for which representation from your Offices might be seriously considered.

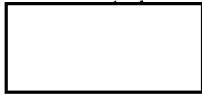
  
John W. Coffey  
Acting Deputy Director  
for Support

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Att: Ref memos

cc: Director of Training

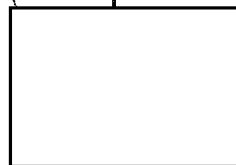
25 November 1970

NOTE FOR: Mr. Coffey via Mr. 

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The attached CSC Training Course Announcement was sent down from Colonel White's Office. Mr. Wattles suggests both OP and OL representation. The attached memo for your signature is based on his suggestion.

If you agree, recommend signature.



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Att.